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FAS MANUAL

REPLACEMENT VALUE ADJUSTMENTS FOR MULTIPLE ASSETS

INTRODUCTION

In this chapter:

- ✓ Accessing the Replacement Value Adjustment Screen
- ✓ Functions in the Replacement Value Adjustment Screen
- ✓ Data Entry in the Replacement Value Adjustment Screen
- ✓ Replacement Value Adjustment Reports

This chapter is written for users responsible for performing any combination of the following functions related to fixed assets:

- Risk Management Insurance
- Financial Reporting
- Inventory
- Data Entry

REPLACEMENT VALUE ADJUSTMENT REQUEST OVERVIEW

The Replacement Value Adjustment Request Screen (S037) allows you to increase or decrease the replacement value of assets using a mass change process. Unlike other FAS transactions that update the files immediately, replacement value adjustments update through a batch process.

REPLACEMENT VALUE ADJUSTMENT PROCESS GUIDELINES

FAS will accommodate from one to ten ranges of class codes for the replacement value process in a single batch process, per agency. If you need to process more than ten ranges, you will need to do so in successive cycles.

You can only change the replacement value amount for ranges of class codes. A single class code cannot be changed.

Ranges must be exclusive of each other. For example, if you indicate the range 1104-1408 on the first line, then on the second line you could not enter 1404-1510, because part of that range is included in the first line.

A manual transaction process is available to change the replacement value on individual property records.

TO ACCESS THE REPLACEMENT VALUE ADJUSTMENT REQUEST SCREEN S037

Access the Replacement Value Adjustment Request screen by doing the following:

1. Type **37** at the FAS Main Menu and press ENTER.

Figure 1: Replacement Value Adjustment Request - Screen S037

VERSION 3.1		REPLACEMENT VALUE ADJUSTMENT REQUEST										S037	
FUNCTION: (A=ADD, C=CHANGE, D=DELETE, R=RECALL)													
AGENCY:													
CLASS CODE RANGES:													
FROM	TO	+/ -	% CHNG	GEN	FROM	TO	+/ -	% CHNG	GEN				
01					02								
03					04								
05					06								
07					08								
09					10								
CLASS CODES TO EXCLUDE:													
01	02	03	04	05									
06	07	08	09	10									
11	12	13	14	15									
16	17	18	19	20									

2. Type **R** in the **FUNCTION** field.
3. Type your agency number and press ENTER.

You may see nothing in the CLASS CODE RANGES fields (essentially a blank adjustment request) or you data in this field.

If previous adjustment requests have not been deleted, you will see the last adjustment setup for your agency.

Below is an example of a Replacement Value Adjustment Request that has data in it:

Figure 2: Example Replacement Value Adjustment Request

VERSION 3.1		REPLACEMENT VALUE ADJUSTMENT REQUEST				S037					
FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, R=RECALL)											
AGENCY: 102											
CLASS CODE RANGES:											
	FROM	TO	+/-	% CHNG	GEN		FROM	TO	+/-	% CHNG	GEN
01	3506	4836	+	1.50		02	0800	0810	+	1.50	
03						04					
05						06					
07						08					
09						10					
CLASS CODES TO EXCLUDE:											
01	02	03	04	05							
06	07	08	09	10							
11	12	13	14	15							
16	17	18	19	20							
										INTERRUPT:	
Z07 NEXT RECORD SUCCESSFULLY READ											
PLEASE ENTER FUNCTION											

TO ENTER DATA IN THE REPLACEMENT VALUE ADJUSTMENT REQUEST SCREEN S037

- Type the appropriate command in the **FUNCTION** field:
 - A** - Adds new information. Only one request may exist at a time. In order to add a new request, the screen needs to be clear. If there is a prior request, you must delete it.
 - C** - Changes or modifies the existing record.
 - D** - Deletes the existing record. This function eliminates all of the previously keyed information showing on the screen.
- Type the lowest value class code to be changed in the **FROM** field.
[Click here for a list of valid class codes.](#)
- Type the highest value class code to be changed in the **TO** field.
- Type a PLUS SIGN (+) for increases, or a MINUS SIGN (-) for decreases to replacement values in the (+/-) field.
- Type the percentage change desired in the **% CHNG** field.
NOTE: FAS will allow a change as small as .01 (1/100 of a percent) or a change as large as 99.99.
- Type a **P** in the **GEN** field to create a report ([DAFR4491](#)) that shows the changes. This will not update to the property file - it will simply "print" the report. The **GEN** indicator will become blank after the process runs.

- If you discover errors after reviewing the report, update the adjustments and "print" another report for the next day. Continue this process until the data is correct and you are ready to generate the changes.
 - When you are ready to accept the changes, come back to this screen and enter a **G** in the **GEN** field to post to the property file during the next batch processing cycle. The **GEN** indicator will become blank after the process runs.
 - If the **GEN** field is left blank, the transaction will remain in a hold status. Type the **G** after the data entry is reviewed or approved.
7. Type the class codes you do not want adjusted in the **CLASS CODES TO EXCLUDE** section.

NOTE: Up to 20 class codes may be excluded from the list of ranges marked for changes. These do not need to be entered in any particular order and they must be within the range (i.e., they cannot be either the **FROM** or the **TO** values).

EXAMPLE OF A REPLACEMENT VALUE ADJUSTMENT

Below is an example of a correctly completed replacement value adjustment request:

Figure 3: Completed Replacement Value Adjustment Request

VERSION 3.1		REPLACEMENT VALUE ADJUSTMENT REQUEST						S037	
FUNCTION: A (A=ADD, C=CHANGE, D=DELETE, R=RECALL)									
AGENCY: 140									
CLASS CODE RANGES:									
FROM	TO	+/ -	% CHNG	GEN	FROM	TO	+/ -	% CHNG	GEN
01 1204	1246	+	5.00	G	02 1803	1840	-	2.50	G
03 1904	1950	-	2.50	G	04 2004	2016	-	2.50	P
05 2204	2226	+	5.00	P	06 4708	4732	+	4.00	G
07					08				
09					10				
CLASS CODES TO EXCLUDE:									
01 4716	02 2224	03 1206	04	05					
06	07	08	09	10					
11	12	13	14	15					
16	17	18	19	20					
INTERRUPT:									

The effects of the data entry this example are as follows:

1. For the class code ranges with a **G** in the **GEN** field, the following changes will update to the property file in the next batch processing cycle:
 - For asset class codes 1204-1246, excluding 1206, the replacement value would increase by 5%.
 - For asset class codes 1803-1840 and 1904-1950, the replacement value would decrease by 2.5%.

2. For asset class codes 4708-4732, excluding 4716, the replacement value would increase by 4%. For the asset class codes with a **P** in the **GEN** field, a report will be generated that shows following information:

- A decrease of 2.5% for asset class codes 2004-2016.
- An increase of 5% for asset class codes 2204-2226, excluding 2224.

In order for these changes to update to the property file, change the **GEN** from **P** to **G** and wait for a batch cycle to process.

REPLACEMENT VALUE ADJUSTMENT REPORTS

Two reports are created in batch processing to show changes in replacement value. The following sections detail the importance of each report.

DAFR4491 – FAS REPLACEMENT VALUE REVALUATION REPORT

The DAFR4491 - FAS Replacement Value Revaluation Report gives detailed information by property number and shows the asset class code, class code description, property number, component number, the percent of increase or decrease, and the replacement value before and after the change.

- The report will show a 'P' if a **P** is in the **GEN** field of the replacement value adjustment request. A proof report will be generated in the next batch processing cycle.
- The report will show a 'G' if a **G** is in the **GEN** field of the replacement value adjustment request. The replacement values on the report are the new values on the property file.
- You may review the report in the FAS Control Reports Section (FCNTRL) in online reporting.

[Click here for an example of a DAFR4491 FAS Replacement Value Revaluation Report.](#)

DAFR4492 – FAS REPLACEMENT VALUE REVALUATION REPORT SUMMARY

The DAFR4492 – FAS Replacement Value Revaluation Summary is the second automatically generated report. It summarizes by asset class code the information contained in the DAFR4491. It shows the class code, class code description, the percent of increase or decrease, and the replacement value of the asset class code before and after the change.

[Click here for an example of a DAFR4492 FAS Replacement Value Revaluation Report Summary.](#)